

Collaboration Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Institution's Address]

Subject: Proposal for Collaborative Study Skills Workshop

Dear [Recipient's Name],

I am writing to propose a collaborative workshop focused on enhancing study skills for students at [Institution's Name]. Our library has identified a significant need for resources and training in effective study techniques, time management, and research skills.

We believe that by working together, we can provide an enriching experience that will empower students to maximize their academic potential. Our proposal includes:

- Interactive sessions led by experienced librarians and educators.
- Development of tailored materials and resources for participants.
- Opportunities for Q&A and personalized guidance.

We would love to discuss this proposal further and explore how we can align our goals for the benefit of our students. Please let me know a convenient time for a meeting or call.

Thank you for considering this opportunity for collaboration.

Best regards,

[Your Name]

[Your Title]

[Your Institution]

[Your Contact Information]